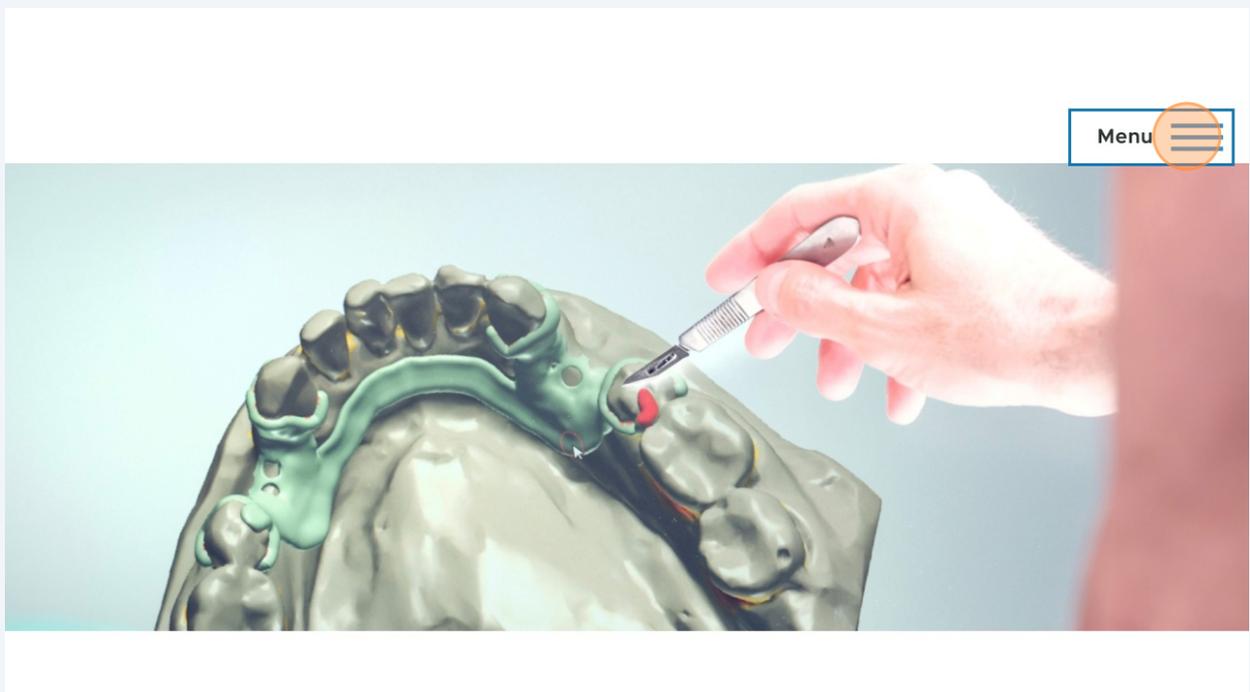


Uploading Continuing Competence Activity Records

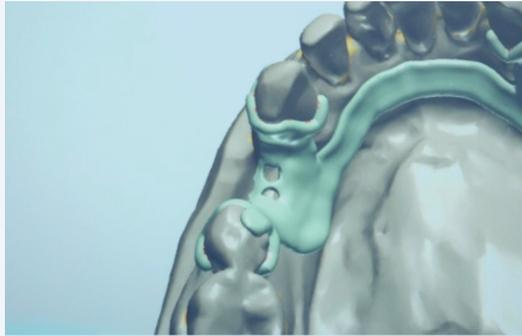
This guide provides step-by-step instructions on how to upload a continuing education certificate on the CDTA website. By following these steps, users can easily submit their proof of completion and view their certificate.

1 Navigate to cdta.ca

2 Click "Menu"



3 Click "My Account"



CDTA

About CDTA



Registration

Member Area



My Account

4 Click the "Username" field and type your username. (DT_...)

Log in

Reset your password

Home

Username *

Enter your College of Dental Technologists of Alberta username.

Password *

Enter the password that accompanies your username.

5 Click the "Password" field and type your password.

Username *

Enter your College of Dental Technologists of Alberta username.

Password *

Enter the password that accompanies your username.

6 Click "My CDTA CE Documents"

[View profile](#) [Edit profile](#) [Log out](#)



| | | | | |
|-------------|------|-----------------------------|------------|---------------|
| View | Edit | My CDTA CE Documents | Membership | Edit tabtamer |
|-------------|------|-----------------------------|------------|---------------|

7

Click "Upload CE document". This document may be a certificate of completion, an independent learning record, or other proof of completion defined in the Continuing Competence Program Manual.

Logout

Home > CDTA

Upload CE document

| Username | Title | Date of completion | Scan of certificate |
|----------------------|--------------------------------------|--------------------|--------------------------|
| CDTA | Continuing Education | 2023-08-02 | Download |

8

Click the "Title" field and enter the title of the Continuing Competence Activity.

Home > > Add content

Title *

Scan of certificate *

Choose File No file chosen

One file only.
5 MB limit.
Allowed types: jpg png pdf.

Date of completion *

9

Click the "Date" field.

Scan of certificate *

 [CE Certifiante_0.pdf](#) (36.36 KB) Remove

Date of completion *

yyyy-mm-dd 

Number of credits *

- Select a value - 

10

Click the "Date" field and select the date you completed the Continuing Competence Activity.

Scan of certificate *

 [CE Certifiante_0.pdf](#) (36.36 KB) Remove

Date of completion *

yyyy-mm-dd 

Number of credits *

- Select a value - 

11

Click this dropdown. Select the number of credits (hours) associated with the Continuing Competence Activity.

 [CE Certificate 0.pdf](#) (36.36 KB) Remove

Date of completion *

2023-08-02 

Number of credits *

- Select a value - 

12

Click the "Save" button.

Automatic alias

Authoring information

By CDTA (4) on 2023-08-08

Promotion options

Not promoted

Published

Save

Preview

[About CDTA](#)

[Member Area](#)

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You can view your certificate by clicking on the link (i.e "CE Certifiante_0.pdf")

| | | | | |
|-------------|------|--------|-----------|--------------|
| View | Edit | Delete | Revisions | Add tabtamer |
|-------------|------|--------|-----------|--------------|

[Home](#)

Scan of certificate

 [CE Certifiante_0.pdf](#) (36.36 KB)

Date of completion

Wednesday, August 2, 2023 - 12:00

Number of credits

2